

CHIEF ENGINEER - STUDIO OPERATIONS*

Function of Job:

Under the general supervision of the Director of Engineering, to be responsible for the management, operation and maintenance of the technical facilities in the Broadcast Center and the Mobile Production Unit, including preparation/administration of the department budget, and planning, purchasing and installation of capital equipment.

Characteristic Duties and Responsibilities:

1. Supervise operational/maintenance aspects of the technical facilities of the broadcast center in support of production, on-air operations and remote productions, including all production equipment, satellite transmit/receive systems, phone systems, studio air conditioning systems and the mobile production facility.
2. Be responsible for personnel management of the studio engineering staff, including maintenance, operations and master control technicians, and monitoring and assuring the competency level of all studio technicians.
3. Have primary responsibility for the planning, management and control of the studio operating budgets, advising the Director of Engineering of problem areas.
4. Determine the technical operating standards for responsible areas, assuring compliance with FCC, FAA, PBS and other applicable broadcast industry standards as well as local standard operating procedures.
5. Maintain a comprehensive/accurate long range inventory/capital equipment replacement plan.
6. Plan, design, specify, purchase and supervise installation of all studio facilities and equipment.
7. Ensure maintenance of the facility with high engineering standards with proper documentation and a clean, safe working environment.
8. Work closely with other department and division heads to ensure efficient scheduling, maximum staff utilization and productions of the highest quality.
9. Ensure compliance with all FCC regulations including the Emergency Broadcast System and the remote control operation of transmitters.
10. Keep the Director of Engineering informed about plant standards, morale, workload and other necessary data to keep him/her abreast of network/studio status.
11. Respond to viewer concerns, as necessary.
12. Assure that all department policies, as posted, and standard operating procedures, as issued, are strictly followed in performance of duties.
13. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Electronics or equivalent relevant training/experience as determined by the Director of Engineering, and a minimum of five years experience with TV broadcast studio systems and other communications systems, including at least two years of managerial experience, preferably in public broadcasting.
2. Demonstrated knowledge of broadcast television regulations and standard practices as applicable to engineering management.
3. Must have current FCC Restricted Radio Operator's Permit.

Additional Desirable Qualifications:

1. Working knowledge of electrical/mechanical maintenance.
2. Certified as SBE Broadcast Engineer, Television.
3. Experience with mobile productions, phone systems, scheduling and computer based systems.

3/14/95

System Approval

3/14/95

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised -- original approved 3/4/76 as "Studio Engineering Supervisor" and revised 5/16/84.